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DATE: December 2008
TO: HOME Rental Rehabilitation Program Administrators
FROM: Minnesota Housing HOME Rental Rehabilitation Team
SUBJECT: Program Update

This memo provides important program information. Please review and retain it for your records.
Your organization will be held responsible for knowing its content.

Administrator-Owned Properties: Contracting for a New Administrator

This is a reminder that local administrators who own a property may not also be the administrator with respect to that property. The administrator-owner must notify MHFA, who, in turn, will contract with another local administrator for the performance of such duties.

- The new administrator must be assigned by Minnesota Housing.
- Minnesota Housing will prepare an addendum to be signed by both the administrator-owner and the newly assigned administrator. The contract and addendum will outline the responsibilities of each party and include a recalculation of each Administrator's allocation amount for that year.
- All administrator duties shall be conducted by the newly assigned administrator for that subject property.
- Any administrative fees will be paid to the newly assigned administrator.
- No agreements should ever be made between an administrator and another party, without the written consent of Minnesota Housing.

New Lead-Based Paint Information Pamphlet

Starting December 22, a new EPA notification pamphlet called "Renovate Right" must be distributed in lieu of the older Lead-Based Paint pamphlet, "Protect Your Family From Lead In Your Home." You can find the new pamphlet at:

<http://www.epa.gov/lead/pubs/renovation.htm>

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